



# ADMINISTRATIVE ADVISORY COMMITTEE

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## Administrative Advisory Committee (AAC) Meeting

Reis Hall Lincoln Room

February 13, 2001

**Present:** Ann Areson, Melissa Barnes, Cathy Madigan, Erin McAdams, Phil Ness, Don Vrabel and Mary Jane Webb. Joe DiChristina, Terrence Mitchell, Dave Roncolato and Marian Sherwood were unable to attend.

Cathy Madigan reported that Dean Peterson, his wife and son are the spokes persons for this year's March of Dimes Walk on April 29th. They are hoping to form an Allegheny team that will be the largest group with the highest amount collected. More information will be coming in the future.

Mary Jane Webb, Marian Sherwood and Melissa Barnes will be coordinating the election process for AAC and will bring more information to the next meeting.

Cathy Madigan has emailed three new administrators but hasn't heard back from them regarding a lunch for new administrators. She will email them again and check with Pat Ferrey for additional names.

Don Vrabel reported that Marcus Buckley will be meeting with the chairs of AAC and SAC sometime after he officially arrives on campus in mid March. Don asked the committee for items he should bring to Marcus' attention. The following items were mentioned:

- Invite him to an AAC meeting
- Ask how he views his roll with AAC and AEC
- Request that matters impacting administrators be brought to AAC
- Give him a history of AAC's relationship with the Vice President for Finance
- The need for a formal orientation for new administrators
- The Administrative Handbook and our role in its revision.
- An item to be discussed with Marcus when he is invited to an AAC meeting would be salaries. There is a request to get current comparative data to be used when administrative salary raises are calculated.
- Also mentioned was levels of progress for support staff

Don asked for any ideas for AAC's spring event. We had previously talked about a day at Conneaut Lake Park but several people felt that this would not bring the group together enough. Other ideas included a game and pizza night, a movie night or another dessert event like last year. It was decided to hold another dessert event in Brooks circle on Wednesday, May 23. Erin McAdams, Ann Areson and Terrence Mitchell will form a committee for this event. Another location would be Schultz fountain area. They will be reporting more details at future meetings.

Our next meeting will be at noon on March 13 in the Lincoln Room in Reis Hall. Meeting adjourned at 1:00 p.m.

*Mary Jane Webb*

*Secretary*

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